

Purchaser

Are you data-driven and looking for an opportunity to make a difference? Do you enjoy analyzing and optimizing processes, and seeing a task to its completion? Zaber Technologies (www.zaber.com) is looking for a Purchaser to join our dedicated Production Support team. You'll either be early in your purchasing career and looking for an opportunity to learn and grow alongside our company, or you're a seasoned professional wanting to pass along your knowledge and skills to make an impact.

We're an established and steadily growing employee-owned company that designs, manufactures, and sells precision motion control equipment. As a Purchaser, you'll work closely with the Inventory, Quality Control, Production, and Accounting teams. As the company grows, you'll have the opportunity to move into a variety of roles within operations or to specialize further.

Responsibilities

In this role, you will:

- Lead efforts to reduce part costs through initiatives such as blanket orders or resourcing.
- Draft and manage purchase orders.
- Monitor and maintain inventory levels through our ERP.
- Maintain ERP data relating to vendor information and correspondence.
- Work with engineering staff to obtain quotations from suppliers.
- Coordinate returns for deficient parts.
- Assist in keeping inventory data accurate.
- Expedite supplier deliveries as necessary and monitor supplier performance.
- Manage supplier feedback regarding issues such as delivery or quality.
- Work with in-house developers to improve our ERP and systems.
- Assist the Finance team in resolving invoice and payment issues.

Qualifications

We're looking for someone who has:

- A keen eye for numbers that don't make sense and a strong desire to understand why.
- Experience as a Buyer/Purchaser.
- Proven experience in reducing costs within a portfolio of parts.
- Experience with an ERP (enterprise resource planning) system.
- A customer service mindset: your colleagues are your customers.
- An understanding of Bills of Materials (BOMs).
- Experience purchasing from a varied supply base, including local and international

suppliers.

- An understanding of Incoming Quality Control (IQC).

The following experiences would be considered an asset:

- Qualifying suppliers
- Experience in a manufacturing or high tech environment
- SQL and/or data interpretation for demand forecasting
- Inventory best practices
- Formal training in procurement or accreditation from a procurement organization

At Zaber, we strive to create an open, friendly, and high-achieving work environment. We hire people who ask why and go out of their way to broaden their knowledge base. This is an opportunity to exercise your talents and creativity on cost savings and material flow improvements that could have an impact on the entire company.

Find out directly from our employees what it's like to work at Zaber by visiting our Glassdoor profile: <http://tinyurl.com/zaber-at-glassdoor>

How to Apply

1. If you are viewing this posting on a website other than Zaber's, you may want to visit www.zaber.com/careers to confirm that it's still open. The posting will remain open until filled.
2. Email your application to careers@zaber.com.
3. As the subject of your email, use "Application for Purchaser Position from <your name>".
4. Attach a cover letter and resume in one file to your email in PDF format and name the document "firstname-lastname-application.pdf"
5. In the body of your cover letter, indicate how you heard about this posting as well as an example of the approach you took to reduce the cost of a component or purchase.

We are interested in direct applications only. No recruiters please.